



CITY OF CORTLAND

WASTEWATER ADVISORY BOARD

Meeting Minutes

Date: 01/22/2024

Time: 5:30 pm

Location:

Conference Room,
Cortland Wastewater
Treatment Plant

● Members

- ❖ Chairman John Troy – Present
- ❖ Vice Chairman Carrie Kane – Present
- ❖ Commissioner Diann Potter – Present
- ❖ Commissioner Steven Broyles – Absent
- ❖ City of Cortland Mayor-Absent
- ❖ Town of Cortlandville Trustee- Absent
- ❖ Village of McGraw Mayor – Absent
- ❖ Village of Homer Trustee – Absent
- ❖ Bruce Adams, Superintendent – Present
- ❖ Ed Poole, Chief Operator – Present

Meeting called to order at 5:30 pm by John Troy.

New Business:

Resident Jean Minnella was present. Her Grievance was heard as the first order of business.

Grievances:

- ❖ Jean and Vince Minnella's grievance was presented. Jean Minnella was present. Discussion of a leak and repair. Repair bill provided by Minnella.

Motion to grant Minnella a credit of \$97.49 by John Troy, second by Carrie Kane. UNANIMOUS

Return to agenda schedule:

2024 WWAB Elections

- ❖ Nomination of John Troy for Chairman by Carrie Kane, second by Diann Potter. UNANIMOUS
- ❖ Nomination of Carrie Kane for Vice Chairman by Diann Potter, second by John Troy. UNANIMOUS

Previous Meeting's Minutes:

Minutes from October 23, 2023 meeting were presented for approval.

Motion to approve the minutes by Carrie Kane, second by Diann Potter. UNANIMOUS

Superintendent's Report:

Superintendent's Report submitted by Superintendent Bruce Adams.

Discussion of 3rd party data system needing to be implemented.

Motion to approve the Superintendent's Report by Carrie Kane, second by Diann Potter. UNANIMOUS

Chief Operator's Report:

Chief Operator's Report submitted by Chief Operator Edward Poole.

Motion to approve Chief Operator's Report by Diann Potter, second by Carrie Kane. UNANIMOUS

Financial Statements:

Financial statements presented for approval.

Motion to approve Financial Statements by Diann Potter, second by Carrie Kane. UNANIMOUS

Continued ->

Grievances: (review of remaining Grievances)

❖ Robin and Arthur Ptak's grievance was presented. Discussion of lack of any information. Motion to table Ptak grievance for April 15th meeting due to lack of information by Diann Potter, second by Carrie Kane. UNANIMOUS

❖ Michael Buchalla's grievances were presented.

○ 23 N. Church St.: Statement provided by Buchalla explaining a leak and repair made. Motion to grant Buchalla a credit of \$307.48 by Carrie Kane, second by Diann Potter. UNANIMOUS

○ 36 Grant St.: Statement provided by Buchalla explaining a leak and repair made. Motion to grant Buchalla a credit of \$104.24 by Carrie Kane, second by Diann Potter. UNANIMOUS

○ 19 Taylor St.: Statement provided by Buchalla explaining a leak and repair made. Motion to grant Buchalla a credit of \$131.24 by Carrie Kane, second by Diann Potter. UNANIMOUS

Old Business:

N/A

Next Meeting April 15, 2024

Motion to adjourn at 6:09pm by Carrie Kane, second by Diann Potter. UNANIMOUS

Minutes taken by:

Carrie Osborn

Sr. Account Clerk

City of Cortland WWTP